

WISCAT Tips & Tricks

1. Customize “labeled” brief title display

- ☆Easier to see
- ☆Add useful fields (MARC tags)
- ☆Saves staff time
- ⊛ But uses more space

How?

Click Staff Menu then PAC Admin

On PAC Admin menu

Choose Record Display Profiles

- Select “Brief Record”
- Click the Submit button
- Add or Delete or Move tags to suit your needs

2. (Staff) Use the Icon tool bar

- ☆Easier access to “Modify Search”

How?

Open “My Preferences”

- Select “Yes” on Icon toolbar menu

3. Set “My Preferences” for the “public” access

- ☆Close the Resources Menu display
- ☆Advanced Search offers more options
- ☆Alphabetically By Title sorting (common expectation)

How?

Use Patron login (Username/Password)

Open “My Preferences”

- Select “Display” on Default View of Resources menu
- Select “Advanced Search” on Select Default Search Method menu
- Select “Alphabetically By Title” on Sort Results By menu

4. (a) Configure a Scoping Level for your library

- ☆Easier to delete your holdings

(b) Configure a Display Group for your library

- ☆Puts your library holding info as first location on full record display

How?

Click Staff Menu then PAC Admin

On PAC Admin menu

Choose the Define/Maintain Scoping Levels

- Type the Label to be displayed; click the Submit button
- Select the Define/Maintain Display Groups on the PAC Admin menu
- Type the Display Group label to be displayed; click the Submit button
- Return to Define/Maintain Scoping Levels
- Click on the Configure button
- Choose the Selected Libraries option on the View menu
- Search by library system and/or enter your library name

- Click in radio box for your library and select display group label on pulldown menu
- Click Submit button

5. **Patron Initiated Interlibrary Loan**

- ☆ Patrons create their own requests on WISCAT
 - No paper
 - Saves staff time re-typing ILL request
- ☆ ILL staff mediates patron requests
- ☆ Email sent to patron when material arrives

6. **Two easy ways to Update Holdings in WISCAT**

1. Interactive
 - One record at a time using CAT Options—Add/Modify/Delete Locations
2. Batch
 - Email new files to us (wiscat@dpi.state.wi.us)
 - Snapshot file load to get back on track

7. **Don't keep logging in & out of WISCAT.** Timeout setting was increased to 8 hours to allow a staff workstation to keep it up without logging out and losing work.

8. **Search numbers in Advanced Search rather than in Browse Search.** When the number is not an exact match, the message “No Matches Found” will appear instead of just a list of alternative numbers.

9. **In “My Preferences” don't increase list length above 20- 30;** it will slow down results.

10. **Don't try to download AG CAT,** you don't want it & you don't need it.

11. **Use the WISCAT ILL link button on Resources Menu** to open a new browser rather than using the favorites bookmark or desktop shortcut or Link Toolbar.

12. **How to know if you are in PUBLIC Mode:**

- You see User Menu instead of Staff Menu tab below WISCAT banner
- You don't see the left frame menu with options (the bib record takes up full screen)
- You don't see the WISCAT ILL Manager link
- You don't see the My Preferences links

13. **When in the Public Mode you can use the User Login screen to login to the Staff Mode.**

14. **Remove the WISCAT Training DB from the Resources Menu.**

How? Go to Staff Menu → PAC Admin Menu → Search Resources → Uncheck “Selected”